**Job Description**

|  |  |
| --- | --- |
| **Job title:** | National Programme Manager (Shared Services) |
| **Group:** | Business Improvement |
| **Location:** | Negotiable |
| **Responsible to:** | Head of Major Projects |
| **Pay Band:** | B |

**Overall purpose of the job**

The National Programme Manager will play a lead role in the delivery of programmes and projects to realise Historic England’s Strategy and Corporate Plan through the provision of shared Finance and Human Resources services.

You will manage the successful and timely delivery of projects and programmes, to budget and within the Public Value Framework, helping to manage and monitor programmes, ensure the timeliness of delivery and feed into corporate reporting and communications.

**Main Duties and Responsibilities**

1. Support the development and lead the delivery of assigned projects and programmes from initiation through to closure.
2. Manage and take responsibility for specific projects, and coordinate focussed activities, as identified through the HE Corporate Plan.
3. Take responsibility for ensuring appropriate risk management and quality control procedures are in place for assigned projects and programmes, and recommend corrective measure where necessary.
4. Establish consistent and appropriate project and programme controls including performance monitoring and reporting, including tracking of any associated spend.
5. Develop and maintain strong relationships and good communication with internal and external programme and project stakeholders.
6. Be a constructive member of project and programme boards and working groups, taking delegated responsibility for the delivery and reporting of project progress, targets, milestones and actions.
7. Undertake ongoing evaluation of projects including post-project analysis and identification of lessons learned and make recommendations to the Head of Major Projects where appropriate.
8. Provide timely written and verbal progress reports to project and programme boards, and other governance structures when required, and lead on the production of technical information, guidance and briefs.
9. Offer mentoring and coaching support to colleagues delivering small to medium-size projects elsewhere in the organisation, promoting our online project management resources, participating in communities of practice, and participating in and initiating both in-person and remote opportunities for networking, learning and collaboration.
10. Support the Head of Programmes with the development and implementation of a corporate approach to programme and project management.
11. Take a strong and visible programme management role, initiating and chairing cross-programme matrix meetings, site visits and development opportunities where relevant to enable programme level networking, learning and to support wellbeing.
12. Contribute to the design and delivery of training activities, both internal and external.
13. Line management of Programme/Project Officer posts and volunteers when applicable.
14. Be an effective advocate for Historic England and work collaboratively across the organisation to maximise our effectiveness, securing the engagement of relevant external partners where required.
15. Work flexibly, readily reprioritising, and utilising an entrepreneurial mindset to provide expertise and knowledge for new business opportunities and work coming into the department.
16. Support other programme and projects and undertake any other reasonable duties commensurate with the grade and competencies required of the post requested by line management.

This is an outline description of the duties and responsibilities involved in the job. It is not exhaustive and may be revised from time-to-time.

**Person Specification**

|  |
| --- |
| **Training, experience & qualifications** |
| * Demonstrable experience of planning and managing complex and multiple projects and/or programmes while maintaining a focus on delivery and quality
* A proven track record in developing positive and effective working relationships with a wide range of others
* Proven track record in planning workload to meet tight deadlines
* To have, be working towards, or willing to undertake PRINCE 2, MSP, APM, Agile or similar recognised Programme/Project management qualification
 |
| **Knowledge & skills** |
| * Excellent communication skills with ability to analyse data/information and present it and its conclusions in a clear and concise manner
* The ability to build and sustain effective working relationships with colleagues and external partners
* Attention to detail and accuracy
* Good communication and report writing skills
* Effective ICT skills across a wide range of common applications
* Ability to work without regular supervision
 |
| **Behaviours** |
| * Entrepreneurial and flexible – able to creatively problem solve and re-prioritise when required
* Strong negotiation, communication and influencing skills, with ability to work across functional and stakeholder groups
* A team player, keen to contribute ideas and solutions
* Confident and adaptable style, able to work constructively with a wide range of internal colleagues and external partners
* Self-reliance and an ability to think creatively
* Commitment to continuous business improvement
 |

We are an equal opportunity employer which values diversity and inclusion. If you have a disability or neurodiversity, we would be happy to discuss reasonable adjustments to the job with you.